

DMHAS

WORKFORCE DEVELOPMENT

ADDICTION RECOVERY TRAINING

FALL 2016 Catalog

www.ct.gov/dmhas/workforcedevelopment

DMHAS WORKFORCE DEVELOPMENT PERSONNEL

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CONTINUING EDUCATION UNITS (CEU) INFORMATION

These instructor-led trainings offer continuing education contact hours approved by the Connecticut Certification Board for Counselors. Participants **MUST ATTEND 100%** of the class to be eligible to receive this certificate. Please retain your certificate of completion for your records.

The trainings listed in this catalog are open to DMHAS Operated staff and DMHAS Funded staff.

REGISTRATION INFORMATION

Please only register for trainings that have been pre-approved by your supervisor. Do not enroll in multiple trainings with plans to cancel them later; this will help us to keep wait lists more manageable.

- To register for training, you must go through our Learning Management System (LMS) <https://ctlms.ct.gov>. You will not be able to login unless you requested and received a valid username and password from Workforce Development. If you had been issued a username from DMHAS Education and Training, you do not need to request a new username.
- If you do not have a username, or to update your email or other profile information, fill out the **My Profile Information Form** located on our website www.ct.gov/dmhas/workforcedevelopment and return via email to Workforce.Development@ct.gov, and you will receive an email with your login information.
- For help registering, searching the catalog, transcripts, and more, check out our **Instruction Guide** or our interactive tutorial, **Introduction to the LMS**, on our website www.ct.gov/dmhas/workforcedevelopment.
- For information on available web-based trainings, please see our Web-based Training Offerings List on our website: www.ct.gov/dmhas/workforcedevelopment.
- Upon registering for a training, you will receive an email from Workforce.Development@ct.gov regarding your enrollment status (Confirmed or Waitlisted), room assignments, and session information. PLEASE READ YOUR EMAILS COMPLETELY and MARK YOUR CALENDAR!
- Check your SPAM filter to mark Workforce.Development@ct.gov as SAFE. Contact your IT (Information Technology) person if you have questions.
- If you are on a waitlist and a seat becomes available, an email will be sent offering you the seat. **You must ACCEPT the offered seat, through the online LMS within five (5) calendar days to be enrolled in the class**, see our **Instruction Guide**, page 11.
- Directions and instructor biographies are located on our website: www.ct.gov/dmhas/workforcedevelopment.
- **Other Training Resources and Links** are on our website: www.ct.gov/dmhas/workforcedevelopment. Scroll to the bottom of the page to locate this information.

AMERICANS WITH DISABILITIES ACT (A.D.A.)

If you need an accommodation based on the impact of a disability or medical condition, make the request **immediately upon registering for training** by contacting Workforce.Development@ct.gov.

FREQUENTLY ASKED REGISTRATION QUESTIONS

- Q: **How do I reset my password?**
A: Send an email directly to Workforce.Development@ct.gov with a subject of **Password Reset**. Include your full name and agency, or from the log-in page, click the link "Forgot your password".
- Q: **How do I get a copy of my transcript?**
A: Online transcripts are available for classes that have been held after 1/1/09. Please view our website for the **Instruction Guide** and go to the section on "My Transcript". For official transcripts or transcripts that include classes prior to January 1, 2009, please email Workforce.Development@ct.gov.
- Q: **How can I find the description of a training or know if a training offers CEUs?**
A: While in the LMS, click on the **training title** located within the offering details box.
- Q: **What if I have reviewed the FAQs above and am still having problems?**
A: Check out our **Instruction Guide**, then email Workforce.Development@ct.gov.

CANCELLATION INFORMATION

Rarely, a course may be cancelled. We strongly encourage you to check your email for cancellation notices.

If you are unable to attend a class for which you have been enrolled, **please drop your registration within ten (10) days of the training**, if possible. This will allow other participants on the wait list an opportunity to be contacted to attend.

To drop/cancel a class, log onto the Learning Management System (LMS) <https://ctlms.ct.gov>, go to the “My Learning” tab and click “Drop” under the “Action” column for the title of the class you will not be attending. **The window will refresh with class details and you MUST scroll to the bottom of the page and click “Drop” again to confirm cancellation.** An email will be sent confirming your cancellation.

FAILURE TO CANCEL YOUR ENROLLMENT FOR CLASSES YOU ARE UNABLE TO ATTEND MAY AFFECT YOUR ELIGIBILITY TO REGISTER FOR FUTURE CLASSES.

INCLEMENT WEATHER PROCEDURES

- ❖ Participants may call (860) 262-5071 after 7:00 a.m. to listen to a recorded announcement stating if classes are cancelled. **As many of our classes are conducted at offsite locations, which include non-state run offices, it is important to check that classes are being conducted.**
- ❖ In the event of a cancellation due to inclement weather, all registered participants will be notified of the rescheduled date of the class by email.

Fall Instructor-Led Training Schedule

To view the description, CEUs, instructor and location of the training, click the title of the offering prior to registering in the LMS.

Date(s)	Time	Title	Facility	CEUs
9/6/2016	9:00am-12:15pm	Attention Deficit Hyperactivity Disorder and Addiction	Connecticut Clearinghouse	CCB
9/7/2016	9:00am-12:15pm	Ethics for Addiction Counselors	Connecticut Clearinghouse	CCB
9/9/2016	9:00am-3:30pm	Effective Documentation in Addiction Treatment	Connecticut Clearinghouse	CCB
9/13/2016, 9/20/2016, 9/27/2016, 10/11/2016	9:00am-1:15pm	Utilizing Motivational Interviewing in Addiction Treatment	Connecticut Clearinghouse	CCB
9/14/2016	9:00am-12:15pm	Intro. to the Dual Diagnosis Capability in Addiction Treatment and Assessment Tools	Connecticut Clearinghouse	CCB
9/19/2016, 9/26/2016	9:00am-3:30pm	Biology of Addiction	Connecticut Clearinghouse	CCB
9/30/2016	9:00am-3:30pm	Recovery and Relapse: Two Sides of the Coin	Connecticut Clearinghouse	CCB
10/5/2016	9:00am-12:15pm	Ethics for Addiction Counselors: Boundaries	Connecticut Clearinghouse	CCB
10/6/2016	9:00am-3:30pm	Best Practices for Anger Management for Clients with Substance Use Disorders	Connecticut Valley Hospital, Beers Hall	CCB
10/13/2016	9:00am-3:30pm	Working with Clients who have Forensic and Legal Issues	Connecticut Valley Hospital, Beers Hall	CCB
10/14/2016	9:00am-3:30pm	Solution-Focused Supervision for Addiction Treatment Professionals	Connecticut Clearinghouse	CCB

Date(s)	Time	Title	Facility	CEUs
10/19/2016	9:00am-4:30pm	Medication-Assisted Treatment and Recovery for Substance Use Disorders	Connecticut Clearinghouse	CCB
10/21/2016	9:00am-3:30pm	The Art of Assessment for Substance Use Disorders	Connecticut Clearinghouse	CCB
10/25/2016	9:00am-3:30pm	Methadone 101	Connecticut Clearinghouse	CCB
10/28/2016	9:00am-3:30pm	Best Practices in the Treatment of Depression & Substance Use Disorders	Connecticut Clearinghouse	CCB
11/1/2016	9:00am-3:30pm	Clinical Skills in the Era of Legal Cannabis	Connecticut Clearinghouse	CCB
11/4/2016	9:00am-3:30pm	The Biopsychosocial Perspective of Addiction	Connecticut Clearinghouse	CCB
11/18/2016	9:00am-3:30pm	Solution-Focused Approaches for Substance Use Treatment	Connecticut Clearinghouse	CCB
11/22/2016	9:00am-3:30pm	HIV/AIDS Today: What You Need to Know	Connecticut Valley Hospital, Beers Hall	CCB
12/9/2016	9:00am-4:30pm	Medication-Assisted Treatment and Recovery for Substance Use Disorders	Connecticut Clearinghouse	CCB
12/13/2016	9:00am-3:30pm	Forensic CBT for Substance Use Clients	Connecticut Clearinghouse	CCB